**MATRIX ACADEMY SCHOOL, CBSE 2023 - 24**

School Circular – Std I to V (June to Sep’23)

 Dear Parents,

Welcome to New Academic Session 2023-24

Kindly note down the following points:-

**1.** Regular school timing is 12.25 pm – 5.45 pm (Monday to Friday).

 Students should reach school on time. School gate will be closed at 12.30 pm. Students will not be allowed thereafter. Parents will be responsible for the safety of the children if they leave their wards outside the school gate without the school’s knowledge once the gate is locked.

**2.**  Students must come to school neatly dressed, incomplete school uniform.(leggings are not allowed)

 Wear black sandals (full black and no pattern) during monsoon even if it is not raining. Always carry raincoat and a handkerchief. Umbrella is not allowed.

**3.** Students should trim their nails regularly, oil their hair & comb it neatly. Girl’s hair should be neatly plaited (two plaits only) or to be cut short. Use dark blue ribbons. No fancy clips / hairband is allowed. Simple black hairpins may be used if needed.

**4.** P.T. uniform should be worn only during **Drill & Taekwondo** period. During Term exams no P.T. uniform should be worn even on the assigned days.

**5.** Students should compulsorily converse in **English only**. They should wish their teachers in the school & also when they meet them outside.

**6.** Proper eating habits should be followed. Teach your children to eat nutritious food. Kindly send proper tiffin daily with chapati & vegetable or healthy snacks.

**7.**  No fancy compass box to be brought. Plastic mineral water bottles are not allowed. Bring proper water bottle.

**8.** Class time table will be sent in the almanac. TB & NB will be mentioned with the subjects and books should be sent accordingly

**9.** You are requested not to send sweets on your child’s birthday. You may distribute biscuit packets or donate good books with your child’s name to the school library. No gifts will be accepted by the teachers or for distributing to the students.

**10.**  Complete the details of page no. 1, 2,128,129 &130 of Almanac. Stick student photo (pg.1) in school uniform only.

**11.** Declaration form should be submitted on or before 30th June’ 2023.

 Bus/walking/private vehicles form as applicable should also be submitted before 30th June & a copy of the same to be maintained in the almanac.

**12**. Kindly sign in specimen signature columns assigned in remarks & absent record pages of almanac. Absent record should be mentioned in the Almanac. Students remaining absent for more than 3 days should submit a medical certificate along with entry in the Almanac.

**13.**  Students should not come to school (even during exams) in case of any contagious disease. He / She can attend school only after obtaining medical fitness certificate from a reputed doctor.

**14.**  Almanac & rough book should be brought to school daily. Kindly keep daily check on teachers remarks, remarks on personal upkeep and notices sent in the child’s Almanac and sign it accordingly.

**15.**  Field Trip will be conducted during regular school hours. Any objection from the parents for sending the child should be intimated in writing by 30th June’23. Absence of any communication will be considered as Parents consent for the same.

**16. I Term Exam** will be conducted between 6th September to 15th September **(Tentative Dates)**

**17.** Students will have two Evaluation Tests per term and two Term Exams.

**18**. No prior notice will be sent for P.T. / Music / Dance &Taekwondo. Computer Practical exam will be

 conducted during regular school. Art grades will be based on regular performance and competitions conducted in school.

**19.** Parents can meet the teachers on first Saturday only. (1 pm to 2 pm)

**20.** Circular / Worksheets if lost, fine to be paid ` 100/- for new copy.

**21**. Office timings:- Monday to Friday – 7.30 am to 11.00 am. Saturday:- 7.30 am to 12 noon.

**22.** School fees as per instalment to be paid in the bank. Fine of ` 200/- (per Month) will be charged in case

 of payment after due date. Parents have to mail online fee receipt to school mail ID.

**24**. Bus fees should be paid on or before instalment date (Instalment dates:15th June & 15th Dec). In case of whole

 year one time payment on or before 30th June, you can avail one month discount (bus only).

**25**. Kindly ensure that any change in home address or contact no., change in bus & walking schedule, complaints, suggestions etc. is notified to class teacher in writing. No phone calls will be entertained in school office.

**26.** Bonafide, railway concessions and any other official record communication needed from school will require at least one week prior notice. G.R no. of student should be mentioned in any Parent correspondence.

 **List of Holidays Competition Schedule (Term I)**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **DAYS** |  | **COMPETITION S TO BE HELD IN TERM I** |
| 29th June 2023 | Bakrid |  | Memory |
| 12th July 2023 | Founders Day |  | Handwriting |
| 29th July 2023 | Muharram |  | Story Narration |
| 15th August 2023 | Independence Day  |  | Drawing |
| 30th August 2023 | Raksha Bandhan |  |
| 7th September 2023 | Dahi Handi |  |
| 19th Sep to 24th Sep 2023 | Ganesh Chaturthi |  |
| **School Reopens on 25th  Sept’ 2023** |  |
| 28th September 2023 | Anant Chaturthi |
| 2nd October 2023  | Gandhi Jayanti |
| 24th October 2023 | Dussehra |
| 4th Nov to 22nd Nov. 2023 | Diwali Vacation |
| **School Reopens on 23rd November 2023** |
|  |